

**County of Prince Edward
Board of Supervisors
Agenda Summary**

Meeting Date: December 8, 2015
Item No.: 17-a
Department: Treasurer
Staff Contact: Donna Bowman Nunnally
Issue: Treasurer's Report

Summary: The Treasurer's Report for November 2015 is attached.

Attachments: November 2015 Treasurer's Report

Recommendation: Approval

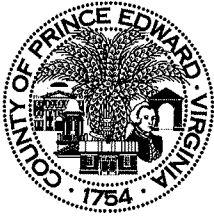
Motion _____	Cooper-Jones _____	McKay _____	Townsend _____
Second _____	Gray _____	Simpson _____	Wilck _____
	Jones _____	Timmons _____	

Prince Edward Board of Supervisors Treasurer's Report - October 2015

Name of Bank	Bank Balance			Available Balance
Benchmark Pooled Fund Account	\$ 5,914,443.63			\$ 5,914,443.63
Wells Fargo Social Services	\$ 136,825.16			\$ 136,825.16
Bank of America School Fund	\$ 69,863.63			\$ 69,863.63
Bank of America Food Service	\$ 4,425.06			\$ 4,425.06
Benchmark School Fund	\$ 300,475.62			\$ 300,475.62
Benchmark Food Service	\$ 365,416.45			\$ 365,416.45
TOTAL				\$ 6,791,449.55
Certificate of Deposits				
Benchmark				\$ 558,004.20
Citizens Bank Recreation				\$ 16,518.43
Citizens Bank Underground Storage				\$ 20,260.84
Farmers Bank				\$ 206,189.44
Wells Fargo Advantage Fund				
TOTAL				\$ 800,972.91
GRAND TOTAL				\$ 7,592,422.46

Prince Edward Board of Supervisors Treasurers Report - October 2014

Name of Bank	Bank Balance	Deposit in Transit/Adj.	Outstanding Checks	Available Balance
Benchmark Pooled Fund Account	\$ 5,674,957.42	\$ 4,295.21	\$ 939,082.50	\$ 4,740,170.13
Wells Fargo Social Services	\$ 460,633.71		\$ 67,410.95	\$ 393,222.76
Bank of America School Fund	\$ 1,344,404.37	\$ 0.33	\$ 504,701.18	\$ 839,703.52
Bank of America Food Service	\$ 45,360.97	\$ 309.94	\$ 11,817.76	\$ 33,853.15
Benchmark Food Service	\$ 149,231.09			\$ 149,231.09
TOTAL				\$ 6,156,180.65
Certificate of Deposits				
Benchmark				\$ 519,048.66
Citizens Bank Recreation				\$ 15,000.00
Citizens Bank Underground Storage				\$ 20,260.84
Farmers Bank				\$ 204,819.58
Wells Fargo Advantage Fund				\$ 162,455.59
TOTAL				\$ 921,584.67
GRAND TOTAL				\$ 7,077,765.32



**County of Prince Edward
Board of Supervisors
Agenda Summary**

Meeting Date: December 8, 2015
Item No.: 18
Department: County Administration
Staff Contact: W.W. Bartlett
Issue: Citizen Volunteer Appointments

Summary: An additional Citizen Volunteer Application has been submitted by Carol R. Stiff. Below is an updated listing of the vacancies and applicants.

Position	Term of Office	# of Terms Expiring/ Vacancies	Individual Currently Holding the Office	Citizen Volunteer Applicants
Prince Edward County Planning Commission	4 Years (1-1-16 – 12-31-19)	1 County Position	R. Christopher Mason	R. Christopher Mason Anthony T. Williams
Prince Edward County Board of Zoning Appeals*	5 Years (1-1-16 – 12-31-20)	1	James H. Davis	James H. Davis Anthony T. Williams
Piedmont Regional Jail Board	4 Years (1-1-16 – 12-31-19)	1	Jimmy Garnett	Jimmy Garnett
Piedmont Regional Jail Board Alternate	4 Years (1-1-16 – 12-31-19)	1	W.W. Bartlett	W.W. Bartlett
Crossroads Community Services Board	3 Years (1-1-16 – 12-31-18)	1	Tonya Blanton	Maurice D. Finney Carol R. Stiff Mattie P. Wiley

**Note: The Board makes a recommendation to the Circuit Court Judge for appointments to the BZA.*

Attachments: Citizen Volunteer Application for Carol R. Stiff

Recommendation:

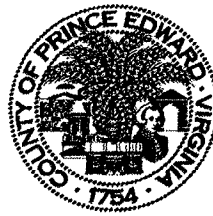
1. Make appointments to the Citizen Volunteer Positions.
2. Make a recommendation to the Circuit Court Judge for the appointment to the Board of Zoning Appeals.

Motion _____
 Second _____

Cooper-Jones _____
 Gray _____
 Jones _____

McKay _____
 Simpson _____
 Timmons _____

Townsend _____
 Wilck _____



CITIZEN VOLUNTEER APPLICATION
FOR COUNTY BOARDS, COMMITTEES & COMMISSIONS

Name CAROL R. STIFF Date Dec. 3, 2015
 Home Address 465 PINEBROOK RD.
 City RICE State VA. Zip Code 23966
 Election District: Buffalo _____ Farmville 801 _____
 Hampden _____ Leigh _____
 Farmville 101 _____ Lockett ✓
 Farmville 701 _____ Prospect _____
 Home Telephone Number 434-392-1069 FAX _____
 E-Mail Address Stiffnet@yahoo.com.
 Present Employer Retired
 Business Address _____
 City _____ State _____ Zip Code _____
 Business Telephone Number _____ FAX _____
 Which Address is Preferred for Mailings? Home ✓ Office _____

Optional Information Which May Prove Helpful:

Occupation _____
 Former Occupation, If Retired Piedmont Regional Jail (26yrs)
 Education: High School Pr-Ed. Co. High Year 1977
 College/ Technical School VA State College Year 1980
 Graduate School _____ Year _____
 Military Service N/A Years _____
 Degrees/ Other D.C.J.S. Certified Educator/Counselor.
 Past Board, Commission, and Committee Assignments Pr-Ed. Re-entry Board.
 Professional, Civic, or Other Activities Notary state of Va. Pr-Ed. Democratic Committee, Usher (High Rock Church) VA State University Alumni.

Please state below your interest and/ or reason to seek appointment by the Board of Supervisors and any special qualities that qualify you for this appointment.

My Interest in becoming
A Board Member, I would be able to use my skills to
help the Board reach objectives. I am confident that
my leadership ability and experience to hold this
position will benefit the Board.

RECEIVED DEC 04 2015

Do you have a family member who is employed by the county office, organization or institution over which the Board/ Commission for which you are seeking appointment will oversee/ interact? If yes, please explain.

N/A

Do you have a business relationship with the county office, organization or institution over which the Board/ Commission for which you are seeking appointment will oversee/ interact?

N/A

I am interested in and willing to serve on the following Board(s), Commission(s), or Committee(s). Please list in order of preference.

APPOINTED BY THE BOARD OF SUPERVISOR:

- Board of Appeals for Building Code
- Southside Virginia Community College Board
- Crossroads Community Services Board
- Poplar Hill Community Development Authority
- Prince Edward County Industrial Development Authority
- Central Virginia Regional Library Board
- Prince Edward County Planning Commission
- Prince Edward County School Board
- Prince Edward County Social Services Board
- Commonwealth Regional Council Committees
- STEPS Board
- Piedmont Regional Jail Board
- Special Committee of the Board of Supervisors: _____
- Other(s) _____

APPOINTED BY CIRCUIT COURT:

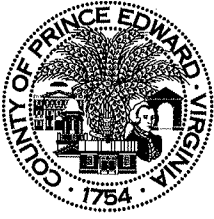
- Electoral Board
- Board of Zoning Appeals

By submitting this application to the County of Prince Edward, I hereby certify that all information contained herein is true and complete and I consent to the dissemination of this document to the general public.

Mrs. Carol R. Pyle 12-1-15
Signature Date

Please Return Application To:
Prince Edward County Administrator's Office
Post Office Box 382
111 South Street, 3rd Floor
Farmville, Virginia 23901
Tel: 434-392-8837 -- FAX: 434-392-6683
e-mail: info@co.prince-edward.va.us

NOTE: This application will be retained on file in the Prince Edward County Administrator's Office through December 31 of the year submitted. If you wish to be considered for future appointments by the Board of Supervisors, please file an application annually with the County Administrator's Office. Thank you.



County of Prince Edward
Board of Supervisors
Agenda Summary

Meeting Date: December 8, 2015
Item No.: 19
Department: County Administrator
Staff Contact: W.W. Bartlett/Sarah Elam Puckett
Issue: VDOT Revenue Sharing

Summary: The County has \$158,745 of residual VDOT Revenue Sharing Funds. This is a compilation of funds remaining from the Granite Falls Boulevard project and a couple of older projects. VDOT intends to de-allocate these funds (which returns them to the VDOT Revenue Sharing Fund), unless the County requests otherwise.

The Town of Farmville has requested those funds be transferred to help them pay for paving various streets. The Town would provide the required local matching funds. In discussions with VDOT, they are reviewing the procedure by which this could occur. The Board's approval of this transfer would also be necessary.

Attachments:

Recommendation: Board approval of transferring the County's residual allocation of VDOT Revenue Sharing Funds to the Town of Farmville is requested.

Motion _____
Second _____

Cooper-Jones _____
Gray _____
Jones _____

McKay _____
Simpson _____
Timmons _____

Townsend _____
Wilck _____



**County of Prince Edward
Board of Supervisors
Agenda Summary**

Meeting Date: December 8, 2015
Item No.: 20
Department: County Administrator
Staff Contact: W.W. Bartlett/Sarah Elam Puckett
Issue: Upcoming

Summary:

Attachments: VACo-VML 2016 Finance Forum

Recommendation:

Motion _____	Cooper-Jones _____	McKay _____	Townsend _____
Second _____	Gray _____	Simpson _____	Wilck _____
	Jones _____	Timmons _____	



December 2, 2015

OFFICERS

PRESIDENT

RON RORDAM
BLACKSBURG MAYOR

PRESIDENT-ELECT

ROBERT K. COINER
GORDONSVILLE MAYOR

VICE PRESIDENT

KATIE SHELDON HAMMLER
LEESBURG COUNCIL MEMBER

IMMEDIATE PAST PRESIDENT

WILLIAM D. EUILLE
ALEXANDRIA MAYOR

EXECUTIVE DIRECTOR

KIMBERLY A. WINN

MAGAZINE

VIRGINIA TOWN & CITY

TO: Mayors/Board Chairs; Council Members/Supervisors; Managers/Administrators; Legislative Liaisons; Finance/Budget Officers, Clerks

FROM: Kimberly A. Winn, Executive Director

SUBJ: 2016 Finance Forum

The 2016 Finance Forum, cosponsored by the Virginia Municipal League and the Virginia Association of Counties, will be held Wednesday, January 6, 2015, from 10 a.m. - 3 p.m. at the Hilton Richmond Downtown.

This outstanding forum will bring local elected officials and staff up to date on a number of important topics such as the state budget, local finance trends and perspectives, Virginia Retirement System and local budget pressures, assessment of local revenues and education.

The cost is \$55, which includes refreshment breaks and lunch. The hotel is conveniently located at 501 East Broad Street, Richmond VA 23219.

How to register

Detailed information about the event, including online registration, can be found on the VML website at www.vml.org/advocacy/vml-day-capitol.

The deadline for registering is December 30. Seating is limited, so please don't delay.

We look forward to seeing you in Richmond.

Sincerely,

Kimberly A. Winn
Executive Director

P.O. Box 12164
RICHMOND, VIRGINIA 23241

13 EAST FRANKLIN STREET
RICHMOND, VIRGINIA 23219

804/649-8471
FAX 804/343-3758
e-mail@vml.org
www.vml.org

2016



**Cosponsored by the
Virginia Municipal League and the Virginia Association of Counties**

5 hours you won't want to miss! **Jan. 6, 2016 – Richmond**

THIS YEAR'S VML FINANCE FORUM will be held on Wednesday, January 6, 2016 from 10 a.m. until 3 p.m. at the Hilton, 501 E. Broad St., Richmond, VA 23219.

Topics: The forum provides an excellent opportunity for local elected officials and staff to be brought up to date on a number of important issues. Topics will include:

- **State Revenues and 2016 Budget**
- **Local Finance Trends and Perspectives**
- **VRS Local Budget Pressures**
- **Assessment of Local Revenues**
- **Education**



Who should attend: Members of city and town councils and county boards of supervisors, managers and administrators, budget and finance officers, legislative liaisons and other interested local government staff.

Registration: You can register yourself and others online at www.vml.org. The cost is \$55. Cancellations must be made in writing by December 30, 2015.



County of Prince Edward
Board of Supervisors
Agenda Summary

Meeting Date: December 8, 2015
Item No.: 21
Department: County Administrator
Staff Contact: W.W. Bartlett/Sarah Elam Puckett
Issue: Monthly Reports

Summary:

Attachments:

- a. Prince Edward County Public Schools

Recommendation:

Motion _____
Second _____

Cooper-Jones _____
Gray _____
Jones _____

McKay _____
Simpson _____
Timmons _____

Townsend _____
Wilck _____

**Prince Edward County Public Schools
2015-2016
Comparative Receipts and Expenditures
Year to Date**

Month of November 2015

Receipts:	Fiscal 2015			Fiscal 2016			
	Budgeted	Rec. YTD	Percent	Budgeted	Rec. YTD	Percent	Diff.
Sales Tax	2,851,560	1,194,980	41.91	2,856,772	1,197,429	41.92	0.01
Basic Aid	6,347,663	2,570,172	40.49	5,965,221	2,383,373	39.95	-0.54
Other State	<u>5,098,964</u>	<u>1,312,904</u>	25.75	<u>4,998,282</u>	<u>1,325,521</u>	26.52	0.77
Total State	14,298,187	5,078,056	35.52	13,820,275	4,906,323	35.50	-0.01
Federal Funds	1,784,679	646,049	36.20	1,959,570	721,101	36.80	0.60
Local Funds	8,346,800	2,443,771	29.28	8,317,182	2,083,756	25.05	-4.22
Cash Book	<u>415,290</u>	<u>165,147</u>	39.77	<u>454,310</u>	<u>252,494</u>	55.58	15.81
Total Revenue	\$24,844,956	\$8,333,023	33.54	\$24,551,337	\$7,963,674	32.44	-1.10
Expenditures:	Budgeted	Expended YTD	Percent	Budgeted	Expended YTD	Percent	Diff.
Instruction	18,009,187	5,860,943	32.54	17,476,125	5,575,026	31.90	-0.64
Administration	1,490,026	543,926	36.50	1,519,865	512,601	33.73	-2.78
Transportation	2,005,291	561,103	27.98	2,054,749	539,943	26.28	-1.70
Maintenance	1,730,860	663,555	38.34	1,814,303	643,071	35.44	-2.89
Facilities	150,000	60,698	40.47	189,020	12,726	6.73	-33.73
Debt Service	468,812	322,947	68.89	458,763	320,334	69.83	0.94
Technology	<u>990,780</u>	<u>319,852</u>	32.28	<u>1,038,512</u>	<u>359,973</u>	34.66	2.38
Total Expenditures	\$24,844,956	\$8,333,023	33.54	\$24,551,337	\$7,963,674	32.44	-1.10

Saved as November 15-16 Expense Compare

**Prince Edward County Public Schools
Summary Financial Report
November 2015**

<u>Revenues</u>	Current Month	Year to Date	Budget	Variance Actual Under (Over) Budget	YTD as a Percent of Budget
From the State:					
State Sales Tax	\$ 237,388	\$1,197,429	\$ 2,856,772	\$ 1,659,343	41.92
Basic School Aid	\$ 476,675	\$2,383,373	\$ 5,965,221	\$ 3,581,849	39.95
All Other	\$ 241,057	\$1,325,521	\$ 4,998,282	\$ 3,672,761	26.52
Total State	\$ 955,120	\$4,906,323	\$ 13,820,275	\$ 8,913,952	35.50
From the Federal Gov't.	\$ -	\$ 721,101	\$ 1,959,570	\$ 1,238,469	36.80
General Fund (County)	\$ 801,755	\$2,083,756	\$ 8,317,182	\$ 6,233,426	25.05
Cash Book -Local	\$ 15,545	\$ 252,494	\$ 454,310	\$ 201,816	55.58
Total Revenues	\$ 1,772,420	\$7,963,674	\$ 24,551,337	\$ 16,587,663	32.44

<u>Expenditures</u>	Current Month	Year to Date	Outstanding Encumbrances	Budget	Expended & Encumbered (Over) Under Budget	Expen. & Encumbrance as a % of Budget
1000-Instruction	\$ 1,341,066	\$5,575,026	\$ 9,687,054	\$ 17,476,125	\$ 2,214,044	87.33
2000-Admin.,Health/Atten.	\$ 98,657	\$ 512,601	\$ 646,793	\$ 1,519,865	\$ 360,472	76.28
3000-Transportation	\$ 136,682	\$ 539,943	\$ 686,631	\$ 2,054,749	\$ 828,174	59.69
4000-Operation/Maintenance	\$ 121,482	\$ 643,071	\$ 264,022	\$ 1,814,303	\$ 907,210	50.00
6000-Facilities	\$ 4,080	\$ 12,726	\$ 15,574	\$ 189,020	\$ 160,720	14.97
7000 - Debt. Service	\$ -	\$ 320,334	\$ 135,478	\$ 458,763	\$ 2,951	99.36
8000 - Technology	\$ 70,452	\$ 359,973	\$ 345,626	\$ 1,038,512	\$ 332,914	67.94
Total Expenditures	\$ 1,772,420	\$7,963,674	\$ 11,781,178	\$ 24,551,337	\$4,806,484	80.42

**Prince Edward County Public Schools
2015-2016
Comparative Receipts and Expenditures
Food Service Department
Year to Date**

Month of November 2015

Receipts:	Fiscal 2015			Fiscal 2016			Diff.
	Budgeted	Rec. YTD	Percent	Budgeted	Rec. YTD	Percent	
State School Food	23,710	0	0.00	20,452	10,316	50.44	50.44
Fresh Fruit & Vegetable	60,000	0	0.00	60,000	10,258	0.00	0.00
Total State	83,710	0	0.00	80,452	20,573	25.57	25.57
Federal Reimbursement	750,000	240,048	32.01	766,651	257,845	33.63	1.63
Cash Book - Local	241,324	88,900	36.84	241,324	76,027	31.50	-5.33
Total Revenue	\$1,075,034	\$328,947	30.60	\$1,088,427	\$354,446	32.56	1.97
Expenditures:	Budgeted	Expended YTD	Percent	Budgeted	Expended YTD	Percent	Diff.
Salary	365,891	127,095	34.74	369,496	121,962	33.01	-1.73
Fringe Benefits	163,203	41,088	25.18	149,142	41,877	28.08	2.90
Purchased Services	59,997	49,693	82.83	59,997	19,476	32.46	-50.36
Refunds	112	112	100.00	112	89	79.06	-20.94
Travel	2,500	315	12.60	2,500	210	8.40	-4.20
Materials & Supplies	25,000	10,024	40.10	25,000	12,417	49.67	9.57
Food Supplies	420,000	157,739	37.56	420,000	143,438	34.15	-3.40
Repairs & Maintenance	6,769	6,596	0.00	6,769	4,021	0.00	0.00
Uniforms	0	0	0.00	0	0	0.00	0.00
Furniture/Equipment	31,562	31,562	100.00	55,411	54,791	98.88	-1.12
Total Expenditures	\$1,075,034	\$424,223	39.46	\$1,088,427	\$398,281	36.59	-2.87

Saved as November 15-16 Expense Compare Food Service

**Prince Edward County Public Schools
2015-2016
Food Service Department
Summary Financial Report
November 2015**

<u>Revenues</u>	<u>Current Month</u>	<u>Year to Date</u>	<u>Budget</u>	<u>Variance Actual Under (Over) Budget</u>	<u>YTD as a Percent of Budget</u>
From the State:					
State School Food	\$ -	\$ 10,316	\$ 20,452	\$ 10,136	50.44
Fresh Fruit & Vegetable	\$ 10,258	\$ 10,258	\$ 60,000	\$ 49,742	0.00
Total State Funds	\$ 10,258	\$ 20,573	\$ 80,452	\$ 59,879	25.57
Federal Reimbursement	\$ 90,792	\$ 257,845	\$ 766,651	\$ 508,806	33.63
Cash Book - Local	\$ 19,447	\$ 76,027	\$ 241,324	\$ 165,297	31.50
Total Revenues	\$120,497	\$ 354,446	\$ 1,088,427	\$ 733,981	32.56

<u>Expenditures</u>	<u>Current Month</u>	<u>Year to Date</u>	<u>Outstanding Encumbrances</u>	<u>Budget</u>	<u>Expended & Encumbered (Over) Under Budget</u>	<u>Expen. & Encumbrance as a % of Budget</u>
Salary	\$ 27,601	\$ 121,962	\$ 216,141	\$ 369,496	\$ 31,393	91.50
Fringe Benefits	\$ 10,170	\$ 41,877	\$ 80,234	\$ 149,142	\$ 27,032	81.88
Purchased Services	\$ 4,370	\$ 19,476	\$ 2,143	\$ 59,997	\$ 38,379	36.03
Refunds	\$ 80	\$ 89	\$ -	\$ 112	\$ 23	79.06
Travel	\$ -	\$ 210	\$ -	\$ 2,500	\$ 2,290	8.40
Materials & Supplies	\$ 3,627	\$ 12,417	\$ 5,204	\$ 25,000	\$ 7,379	70.49
Food Supplies	\$ 59,440	\$ 143,438	\$ 40,607	\$ 420,000	\$ 235,954	43.82
Repairs & Maintenance	\$ -	\$ 4,021	\$ -	\$ 6,769	\$ 2,748	59.41
Furniture/Equipment	\$ 54,433	\$ 54,791	\$ 620	\$ 55,411	\$ (0)	100.00
		\$ -	\$ -	\$ -	\$ -	
Total Expenditures	\$159,721	\$ 398,281	\$ 344,949	\$ 1,088,427	\$345,197	68.28